



Community Sporting and Recreation Facility Funding (CSRFF): Guidelines

Background Information

The Community Sporting and Recreation Facility Fund (CSRFF) is a Department of Sport and Recreation (DSR) administered grant program. The purpose of the program is to provide financial assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation.

The CSRFF program aims to increase participation in sport and recreation, with an emphasis on physical activity, through rational development of sustainable, good quality, well designed and well utilised facilities. The CSRFF program works on a one-third contribution basis and there are different avenues that sport and recreation clubs applying for CSRFF can take in regards to this one-third contribution.

Sport and recreation clubs applying for CSRFF can take one of the following avenues:

Avenue 1

- Sport and recreation club contributes one-third of the total cost of the project
- Requests a further one-third contribution from their LGA
- Requests the final one-third contribution from the Department of Sport and Recreation

Avenue 2

- Sport and recreation club contributes two-thirds of the total cost of the project
- Requests support for their project from their LGA but not financial contribution
- Requests the final one-third contribution from the Department of Sport and Recreation

Types of CSRFF Grants

There are three types of CSRFF grants, which are:

- Small Grants
- Annual Grants
- Forward Planning Grants

There are procedures that must be followed in each one of these CSRFF Grants from both the Department of Sport and Recreation and the Shire of Capel.

Shire of Capel Procedures for CSRFF

Regardless of whether a sport and recreation club is asking the Shire of Capel for one-third financial contribution to their project or simply just asking for support of the project, the club wishing to submit a CSRFF application must first speak with not only the Department of Sport and Recreation but also the Shire of Capel.

It is recommended that sport and recreation clubs plan out well in advance when they would like to submit a CSRFF application, particularly if they are looking for a financial contribution from the Shire of Capel towards their project. It is the general rule of thumb, that a community submitted 'budget bid' would be required

in writing prior to February 1, as a basis for the following financial year. The reason for this is that if the Shire is unaware of the sport and recreation clubs project then the (up to) one-third financial contribution that the club seeks from the Shire can't be factored into the Shire's budget consideration.

Sport and recreation clubs should speak to the Shire of Capel's Manager Community Development and Library Services a minimum of 6 months before submitting a CSRFF application allowing enough time for the Shire to inform the club of where their project would sit in terms of potential funding from the Shire.

If it is believed that a financial contribution is unlikely to be provided from the Shire in the next round of CSRFF grants then the Manager Community Development and Library Services and the club can plan for when would be the best suitable time for a CSRFF application to be submitted, enabling the best chance of project success.

The other benefit of sport and recreation clubs speaking to the Shire's Manager Community Development and Library Services in advance about potential CSRFF projects is that it gives the Manager Community Development and Library Services more time to liaise with other departments at the Shire who may need to be consulted in regards to potential projects.

All CSRFF applications that are submitted to the Shire are put up for Council endorsement and will be considered but if a CSRFF project has been discussed with the Shire in advance then there is a greater chance that financial assistance can be provided. Please note that the final decision in regards to CSRFF grants being approved or not approved lies with the Department of Sport and Recreation.

CSRFF Small Grants Information

Sport and recreation clubs can apply for 'small grants' within the CSRFF program if their project does not exceed \$200,000. As the CSRFF program operates on a one-third contribution basis, sport and recreation clubs can be awarded between \$2,500 and \$66,666 from the Department of Sport and Recreation depending on the total cost of their project.

The types of projects that may fall within Small Grants for CSRFF are:

- Construction/Refurbishment of changing rooms and ablution blocks
- Construction/Refurbishment of Shade Structures
- Resurfacing of Ovals, Pitches, Courts or Greens
- Planning Studies for Future Projects
- Installation/Upgrading of Light Towers

CSRFF Small Grants Application Process & Key Dates Winter and Summer Round

Winter/Summer funding round
February/July

- Advertising in The West Australian Newspaper and regional newspapers.
- Application forms available from local governments (metro area only) and Department regional offices (regional WA only).

- Applications to be lodged at local governments by the end of the month. Applicants should check the closing date with their local governments, as they do vary.

March/August

- Applications are assessed by local governments staff and recommendations prepared. Local governments are required to rate and rank all applications they receive in order of priority.
- Applications presented at local government council meeting.
- Applications must be lodged at Department regional offices by 4pm on the last working day of the month.

April/September

- Applications are assessed by Department Regional Managers.

June/November

- Applications are assessed by Facilities Consultant – CSRFF.
- Small Grants Committee considers applications and makes recommendations to the Minister for Sport and Recreation.
- Minister for Sport and Recreation considers recommendations and grants approvals.
- Successful/unsuccessful applicants notified.

Annual Grants Calendar

June

- Advertisements in newspaper
- Application forms available from local government authorities (metropolitan area only) and the Department's regional offices

August

- Mid to end August closing date (check with your local government authority (LGA) for local closing date which may be prior to August)
- Applications lodged at LGA by the last working day in August, or sooner if required by your LGA.

September

- Applications are assessed by LGA staff and recommendations prepared
- Applications presented at LGA council meeting
- Applications lodged at the Department's offices by 4pm, 30 September

October

- Applications assessed by regional managers and forwarded to facilities consultant – CSRFF by the last working day in October

November/December

- Applications assessed by State Sporting Associations and facilities consultant – CSRFF
- CSRFF advisory committee considers applications and makes recommendations

CSRFF Forward Planning Grants Information

June

- Advertisements in newspaper
- Application forms available from local government authorities (metropolitan area only) and the Department's regional offices

August

- Mid to end August closing date (check with your local government authority (LGA) for local closing date which may be prior to August)

- Applications lodged at LGA by the last working day in August, or sooner if required by your LGA.

September

- Applications are assessed by LGA staff and recommendations prepared
- Applications presented at LGA council meeting
- Applications lodged at the Department's offices by 30 September

October

- Applications assessed by regional managers and forwarded to facilities consultant – CSRFF by the last working day in October

November/December

- Applications assessed by State Sporting Associations and facilities consultant – CSRFF
- CSRFF advisory committee considers applications and makes recommendations

January/February

- Hon. Minister considers recommendations and gives approvals
- Successful/unsuccessful applicants notified.

The CSRFF Forward Planning Grants have one round each year. The grants are advertised and open in June and successful applicants are notified in February of the following year. To find out more information on the Forward Planning Grants please contact the Department of Sport and Recreation.

Sport and recreation clubs who have questions regards CSRFF in relation to where the Shire of Capel fits in within their project can contact Shire of Capel's Manager Community Development and Library Services Jeremy O'Neill on 9727 0222 or Jeremy.O'Neill@capel.wa.gov.au